

# REPORTS INVENTORY

CONTROL NO. DDS/OL/SD-124

PREPARE IN DUPLICATE

XXXXXXXXXX

Approved For Release 2006/09/25 : CIA-RDP75-00399R000100120182-3

1. TITLE OF REPORT (If a fill-in report include Form No.)

Vehicle Status Run

2. TYPE OF REPORT

☒ STATISTICAL  
☐ NARRATIVE  
☐ MACHINE-NAME LISTING

3. FUNCTIONAL AREA

PERSONNEL

TRAINING

LOGISTICS

SECURITY

MEDICAL

FINANCE

ADMIN. GENERAL

OTHER (specify)

4. NO. OF COPIES PREPARED

5 cys @ 200 pages

5. FREQUENCY (weekly, monthly, quarterly, etc.)

Quarterly

6. DISTRIBUTION (No. of components not number of copies)

3 quarterly -- 1 annually 25X1

7. FORMAT (memorandum, form computer print-out, etc)

Computer Printout

8. ADP PROCESSING

☒ YES  
☐ NO

IF YES GIVE ADP PROCESSING NO.  
342

9. DIRECTIVE AUTHORITY REQUIRING REPORT

Headquarters Regulation

25X1

10. PREPARING COMPONENT (include lowest level contributing information to report)

OL/SD/FSB/VS

11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)

None

## 12. COST FACTORS

### A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
GS-5	\$3.15		40		\$126.00		4		\$504.00

### B. COSTS OF COMPUTER PRODUCED REPORTS

200 pages	5 copies	.03	\$30.00	4	\$120.00
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TOTAL COSTS PER YEAR

\$624.00

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (In addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

## 14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

☒ RETAIN AS IS  
☐ CHANGE  
☐ DISCONTINUE  
☐ OTHER (explain)

ESTIMATED SAVINGS

MAN-HOURS  
DOLLARS  
STAT

16. DATE OF INVENTORY

2 October 70

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION

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Chief, Vehicle Section, FSB/SD/OL

18. EXTENSION

FORM

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CONFIDENTIAL

Classification

(see p. 10)